



**Classification Specification**

**COMMUNITY LIAISON**

<b>Department:</b>	School Site
<b>Reports To:</b>	Site Administrator
<b>Supervises:</b>	N/A
<b>Approval Date:</b>	June 24, 2020
<b>Revised Date:</b>	2010, 2020

**General Description:**

Assist in the implementation of school based coordinated community outreach programs; perform liaison duties between administrators, personnel, parents, and the community; coordinate the recruitment, orientation, training, and assignment of instructional aides and volunteers; perform a variety of clerical duties; assist in the planning and coordination of special events.

**Essential Duties and Responsibilities:**

- Coordinate volunteer programs at the school site; create and distribute volunteer paperwork to parent population for volunteer activities; recruit, orient, and assign volunteers.
- Serve as a liaison with the community interfacing with families, outside agencies, and the public; provide information to the public about the school improvement program and other categorically funded programs; recruit community members with special talents.
- Provide translations and transcriptions for non-English speaking parents.
- Use native language to assist instructional personnel in communicating with students and parents.
- Assist in planning special multi-cultural events, units of study, and parent programs.
- Promote involvement in school programs and activities; create flyers, promotional videos, and publicize activities for the school improvement program through the use of newsletters and website with approval of site administrator and District Student Services.
- Coordinate the development and distribution of the school improvement program needs assessment.
- Coordinate school activities that enhance the instructional program; assist with scheduling activities.
- Provide information to parents regarding school policies and programs.
- Assist with Special Education IEP meetings involving language of minority students.
- Support the principal in the development and implementation of parent education components of the school plan, including English language development (ELD), Title I and Title III.
- Assist in the coordination of state mandated testing and site intervention programs.

- Provide support to teachers with the implementation of the school improvement program.
- Perform a variety of clerical duties, including typing, answering telephones, duplicating materials, conducting student needs surveys, and preparing correspondence.
- Prepare and maintain related files, school folders, lists, letters, records, and reports.
- Provide support to the school office, health office, students, staff, and families as needed; greet and assist visitors; confirm appointments; refer student or staff issues and concerns to the site administrator.
- Attend and participate in meetings and trainings as assigned; organize translators for parent conferences/meetings; may serve as a member of the school site council as directed.
- Assist in planning, arranging, and coordinating field trips, student assemblies, campus tours, student recognitions programs and special events.
- Collaborate with parent teacher association (PTA) in the coordination of fundraisers, school calendars and school events that enhance school/family enrichment; oversee corporate donations and matching donations for assigned programs; solicit outside "in-kind" donations as well as monetary donations for assigned programs.
- Operate a computer and assigned software to create word documents, spreadsheets, send e-mails and utilize the internet.
- Administer first aid/CPR, as necessary.
- Drive a vehicle to conduct work.
- Perform other duties as required, related to the primary job duties of the assigned position.

**Required Qualifications:**

**Knowledge of:**

- District organization, operations, regulations, policies, and objectives related to assigned position and the use of volunteers and purchasing.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.
- Child guidance principles and practices.
- General office methods and procedures.
- Applicable sections of the school plan.
- Community resource organizations including various federal, state, and county agencies.
- Oral and written communication skills.
- First aid/CPR procedures.
- Correct usage, grammar, spelling, punctuation, and vocabulary.
- Modern office practices, procedures, and equipment.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience, and courtesy.

**Ability to:**

- Serve as a school liaison between students, parents, personnel, families, social services, and community resource agencies.
- Perform a variety of duties involving frequent and responsible public contacts.
- Communicate effectively both orally and in writing in English.
- Compose correspondence and written materials independently or from oral instructions.
- Refer families to appropriate local agencies or school services
- Operate a computer and assigned software.

- Type and input data accurately.
- Perform basic calculations with accuracy.
- Administer first aid/CPR, as necessary.
- Perform a wide variety of clerical functions such as filing, typing, duplicating, and record keeping.
- Assist in planning, organizing, and implementing assigned activities and school improvement programs.
- Obtain information and to explain policies and procedures.
- Plan, prioritize, and schedule work.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.

**Education:** High school graduation or equivalent GED.

**Experience:** One (1) year of clerical or related office experience.

**Licenses, Certifications, and other requirements:**

- Valid California Class C driver's license.
- Proof of current and valid Tuberculosis screening.
- Valid first aid/CPR certificate.

**Desirable Qualifications:**

- Experience as an instructional aide or in the community service field is desirable, but not required.
- Some college level course work or secretarial training is desirable, but not required.
- Bilingual in a designated second language (Chinese or Spanish) is desirable, but not required.

**Working Conditions:**

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/office work environment.
- Fast-paced work environment with changing priorities.
- Driving a vehicle to conduct work.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Work at a table or desk for extended periods.
- Perform repetitive motion related to keyboard entry or typing.
- See for the purpose of reading or observing students.
- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- Bend, twist, stoop, or kneel.
- Reach in all directions.

- Operate office equipment.
- The employee may frequently be required to: stand and/or walk around for extended periods of time; lift and/or move objects up to 25 lbs. in weight.

**Hazards:**

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.